

## **Career Readiness Training**

**Student Name:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Pending Graduation Date:** \_\_\_\_\_

These activities are to be completed during career readiness training in the 60-day period prior to the student=s separation.

- ☐ Provide job development, referral and placement services to graduates
- ☐ Complete job search activities
- ☐ Check the Youth Service Directory to see if support services are available
- ☐ Contact JACS for support services, if needed
- ☐ Contact IWEP staff to see if student matches any jobs that have been developed
- ☐ Check the employer database for potential job leads
- ☐ Provide job search skills review
- ☐ Check sources of employment
- ☐ Conduct an Internet job search
- ☐ Complete a job application
- ☐ Update the student=s resume
- ☐ Write a cover letter
- ☐ Practice interviewing for a job
- ☐ Understands workers' rights and responsibilities
- ☐ Help the student develop strategies for succeeding during the first weeks on the job
- ☐ Finalize resume
- ☐ Complete a final check of the Employability Kit and give the ORIGINAL Employability Kit to the student

☐ **Follow-up**

Date:

Note:

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